



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Human Resource Management Specialist	Grade: 16
Division: ADMINISTRATION / HUMAN RESOURCES	Job Code: C31C
Reports To: Human Resource Administrator	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Human Resource Administrator, the Human Resources Management Specialist is responsible for all agency recruitment activities to include administering the agency diversity, equity, and inclusion program. The recruiter will coordinate recruitment activities from tracking open positions, announcing jobs on the state website, advertising open positions with local outlets and colleges, conducting interviews, background and reference checks, and completing appropriate paperwork for new-hires and existing employees. The recruiter will also develop, coordinate, and implement the agency Diversity, Equity, and Inclusion program and incorporate that program into the recruitment process.

JOB DUTIES:

Track positions as they become available to fill and keep an accurate up to date list of open positions.

Work with division chief and assistant chief on priorities to fill open positions as well as timing to announce open positions.

Prepare job announcements and announce open positions.

Announce open positions to the public using recruitment ads, university job boards, social media, and list serves as well as develop new sources to attract top talent.

Screens applicant pool for minimum qualifications prior to sharing candidates with hiring supervisor and division leadership and / or screens final candidate list prior to interviews being scheduled.

Coordinate interview time with the division and selects outside division person to help on interview team.

Reviews and makes changes if needed to interview questions received from the division and work on a new process for Recruiter to selects interview questions from database and prepare questions for interviews.

Facilitates panel interview ensuring all questions asked during the interview are appropriate and stay within guidelines.

Collects scoresheets, tabulates scores, and shares the interview scores with division chief and assistant chief.

Receives recommendation to fill the position from division chief, processes background and reference checks, other screening as required by position, and prepares hiring paperwork for approvals.

Notifies division once an offer can be made. Coordinates pre-employment drug screen and start date.

Serves as the agency Diversity, Equity, and Inclusion Officer. Lead the development and implementation of the new agency Diversity, Equity, and Inclusion program.

Develop and maintain collaborative partnerships with organizations, businesses, and communities to help foster alignment of interest with ODWC programs and training efforts.

Work with the agency Training Officer to develop and implement diversity and inclusion educational programs to enhance the cultural competency of employees at all levels, including incorporation into existing training efforts.

Coordinates activities with internal staff, universities, and the public to increase and improve awareness of DEI activities and needs.

Attend career fairs and build relationships with colleges and universities to ensure they are aware of programs needed to meet department job requirements.

Serves as chair for the agency recruitment committee.

Represent the agency in the Minorities in Recruitment committee. (MINRC). Attend meetings and conferences as needed.

Make recommendations to HR Administrator to improve recruitment and DEI programs.

Secure and maintain all confidential records and files by following Department policy and procedure.

This is a summary list of job duties and there may be other incidental tasks to support the Human Resources department that are not mentioned on this job description.

May be required to perform other duties as assigned by the Human Resource Administrator.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, other agencies, and other partners.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various other office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

REQUIREMENTS:

Education: Requires a Bachelor's Degree, preference given in Human Resources or Public Administration. Preference given for coursework in DEI.

Experience: A combination of four years' experience in recruitment and DEI.

Knowledge and Skills: Knowledge of recruitment practices and appropriate interpersonal skills to facilitate the interview process. Knowledge of government organizations, programs, activities, functions, and where applicable, their interrelations with the private sector that may be acquired by education, study or experience. Requires ability to analyze and evaluate facts, draw sound conclusions, and to deliver concise factual summaries of those results, both orally and written.

SPECIAL REQUIREMENTS: Applicant must have a valid Oklahoma Driver's at the time of appointment in order to perform necessary travel; have and maintain physical and mental stamina adequate to perform the work; pass a character and background investigation.